



DEPARTMENT OF PUBLIC SAFETY POLICIES & PROCEDURES



POLICY NUMBER

OPR:30

**EFFECTIVE
DATE:
03/03/2011**

**ORIGINAL
ISSUED ON:
07/09/2007**

**SUBJECT: CRITICAL INCIDENTS, SPECIAL OPERATIONS, AND
HOMELAND SECURITY**

REVISION NO:

3

1.0 PURPOSE

It is the purpose of this policy to establish standards and operational procedures for agency response during normal operations or in the event a special situation or unusual occurrence necessitates the activation of one or more of its special teams, entities, or resources.

The New Mexico State Police (NMSP), Special Operations Bureau (SOB) commander or his/her designee is responsible for the coordination and planning of the Department of Public Safety's Law Enforcement Program personnel response to critical incidents or special operations. If necessary, the SOB Commander will coordinate agency response with the Director of the Office of Emergency Management (OEM) or his/her designee if the situation dictates OEM involvement or use of OEM resources.

2.0 POLICY

It is the policy of the Department of Public Safety to plan, respond, and coordinate normal public safety operations as well as those situations involving unusual occurrences and special events. The Department of Public Safety cooperates with the State Office of Emergency Management to carry out these operations.

3.0 APPLICABILITY

This policy applies to all Department of Public Safety employees.

4.0 REFERENCES

- A. New Mexico DPS All Hazards Plan
- B. New Mexico DPS Hazardous Materials Emergency Response Plan (HMER Plan)
- C. Incident Command System Training Manuals
- D. Critical Incident Management System Training
- E. New Mexico Search and Rescue Act, 24-15A-1 to 24-15A-6 NMSA, 1978
- F. Emergency Management Act, 12-12-17 through 12-12-30 NMSA
- G. CALEA Chapter 16: Allocation and Distribution of Personnel and Personnel Alternatives
- H. CALEA Chapter 46: Critical Incidents, Special Operations and Homeland Security

5.0 DEFINITIONS

A. Counter Terrorism Intelligence Group – A secured group set up in NMIBRS that limits access to an offense/incident report to those people in that group.

B. DPS- Department of Public Safety

C. ICS – Incident Command System

D. JTTF- Joint Terrorism Task Force

E. NCIC - National Crime Information Center

F. NMIBRS - National Incident Based Reporting System

G. Seven (7) Critical Tasks

1. Secure communications.
2. Identify kill zone (hot zone, danger zone, etc.).
3. Establish inner perimeter.
4. Establish outer perimeter.
5. Establish command post.
6. Establish staging area(s).
7. Identify/Request additional resources.

H. Terrorism - The unlawful use or threatened use of force or violence against people or property to coerce or intimidate governments or societies, often to achieve political, religious, or ideological objectives.

I. TSC (Terrorist Screening Center) - A database of suspected and known terrorists. This database is queried every time an officer requests an NCIC check.

6.0 PROCEDURE

A. Response Planning

1. The DPS will maintain written plans, updated as needed, to use as a guide for its emergency response to natural and manmade disasters, civil disturbances, and other unusual occurrences.
2. The plans include the “All Hazards Response Plan” and the “Hazardous Materials Emergency Response Plan” (HMER), and various individual incident-related operational plans. Plans will be referred to, as necessary, depending on the situation type and severity.
3. These plans shall include provisions for communications, maintaining the safety of all affected personnel, which could include the appointment of a safety officer, situation maps, field command posts, chain of command, causality information, community relations, public information, rumor control, other agency support, liaison coordination, military support, martial law, public facility security traffic control,

specialized team and equipment availability, transportation, de-escalation procedures, court/prosecutorial liaison, legal authority, post occurrence duties, and after action reports.

4. The HMER plan and All Hazards Response Plan will be accessible to all command personnel and will be reviewed and updated, as necessary.
5. Annual, documented training on the All Hazards Response Plan and the Hazardous Materials Emergency Response Plan will be conducted at the district level for those affected agency personnel. District commanders will provide documentation of the completed training to the Special Operations Bureau commander, or designee, within thirty (30) days following the training, or no later than February 1st of the year following the annual training. The Special Operations commander will forward a copy of the training documentation to the Research & Development Section for Accreditation purposes.
6. Awareness level training for events involving chemical, biological, radiological, and nuclear weapons (CBRN) and hazardous materials will be conducted during state police academy recruit training. Additional hazardous materials training will be provided by the Department for those personnel assigned with Hazardous Materials response duties, such as Emergency Response Officers (EROs) and those assigned to Headquarters ERO duties.

B. Operational Response

1. When responding to unusual occurrences or special operations, the Incident Command System (*Attachment A*) will be utilized and may be expanded to whatever degree necessary, dependant upon the situation.
2. A "Unified Command" structure is suggested to be utilized, when possible, as other agencies or governmental entities become significantly involved in the incident, special operation, or unusual occurrence. The decision to use a unified command structure is at the discretion of the incident commander.
3. As previously mentioned, plans also include operational plans developed for individual incidents dictating an unusual or special departmental response or use of departmental resources. Where practical, each specialty team, unit or bureau falling in the scope of this policy will utilize an operational plan during each mission, deployment or incident responded to.
4. Each of the aforementioned shall maintain its own standard operating procedure/guide which they will normally utilize when deployed on a mission and during training.
5. Individual operational plans developed in response to a specific incident, special operation or unusual occurrence will be distributed to appropriate personnel at that scene and command personnel at the district or headquarters level as needed.
6. Following the conclusion and debriefing related to the event, a copy of the operational plan will be maintained by Special Operations Bureau commander.

C. Mass Arrest Procedures

1. Each district will identify at least one facility within their boundaries, or in close proximity, that may be used for mass arrest booking/processing and confinement. The district commander will develop guidelines locally that can be put into place in the event mass arrests are anticipated or affected. The guidelines for each district will identify the following areas:
 - a. Facility to be utilized for detention.
 - b. Booking and identification process (to include photographs and fingerprints).
 - c. Transportation alternatives for arrestees.
 - d. Procedures and separate confinement space for juvenile arrestees.
 - e. Area for attorney visits – both prosecution and defense.
 - f. Evidence collection and secure storage.
 - g. Security of facility.
 - h. Agreements with area police, sheriffs, fire/rescue departments, federal or tribal agencies.
 - i. Liaison with District Attorney's Office, Juvenile Probation Office and applicable court (Magistrate, Juvenile, District, Federal).
 - j. Public information/media process and area.
 - k. Medical treatment area available on site as well as provision for ambulance/rescue transport to area hospitals, if necessary.

D. Hostage, Barricaded or Tactical Emergency Crisis, and Tactical Team Activation Procedures

1. In the event a hostage/barricaded situation or other emergency takes place that requires a Tactical Team response, the Special Operations Bureau commander will be notified, as well as the Tactical Team commander and Crisis Negotiations Team leader. The Special Operations Bureau commander, or his/her designee, will ensure coordination and cooperation between specialty teams and other operational components are established. Refer to *OPR:22 State Police Tactical Team* policy for further details on activation.
2. The initial responding officer or on-scene commander/supervisor will request that the Tactical Team is notified to respond to the scene and a trained department negotiator(s), if applicable. (If a negotiator is needed and a DPS negotiator is unable to respond in a timely manner, every effort should be made to locate a trained negotiator from another agency to respond, such as city, county or federal).
3. Initial responding officers should attempt to avoid confrontation until trained tactical and/or hostage/crisis negotiations personnel arrive, if applicable. Initial responding

officers and supervisors shall initiate the **7 Critical Tasks**, as defined in the Critical Incident Management System.

4. The responsibilities of the first patrol officer at the scene are:
 - a. Notify the telecommunications center of the situation and request assistance, to include a supervisor.
 - b. Set up both inner and outer perimeters as soon, as practical.
 1. The inner perimeter is established first in order to contain suspect's movements and isolate the immediate area involved.
 2. The outer perimeters location must take into account the suspect's threat level and ability to cause harm. The outer perimeter must encompass the area which has potential of becoming involved as manpower allows.
 - c. Establish a means to evacuate bystanders and injured persons. The on duty supervisor has the responsibility for the decision to evacuate.
 1. Bystanders are evacuated as needed for safety reasons. Anyone with intelligence information should be taken to the staging area and the command post notified of their location.
 2. Officers should make reasonable attempts to evacuate injured persons from the area.
 - d. Notify the telecommunications center to request emergency services stand by at the staging area until the incident is resolved to provide emergency assistance, if needed.
 - e. Request or procure equipment and resources in addition to standard issued equipment, as deemed necessary.
 - f. Establish communications with other agencies as necessary. Other law enforcement agencies are initially contacted through the telecommunications center. Communications are maintained through a shared law enforcement radio channel, designated by the telecommunications center as the situation dictates. Other support agencies are initially contacted through the telecommunication center. Communications may be maintained through a designated radio channel, whenever possible, or by direct contact at the scene or the use of a cellular phone.
 - g. Gather intelligence information on the barricaded subjects, the hostage(s), and their location. Information subject should include, but not be limited to, the following:
 1. Subject's identity.
 2. Physical/clothing description.
 3. What types of weapons and ammunition.

4. Military background and knowledge.
 5. Prior arrests or convictions.
 6. Medical/psychiatric history.
 7. Previous terrorist/hostage activity.
 8. Social and cultural background.
 9. Family and friends.
 10. Use or access to alcohol, drugs or medication.
5. The Incident Command System (ICS) should be implemented to whatever layer necessary. This will, at a minimum, include a central command post, establishment of an appropriate chain of command and communications capabilities, and notification of district or headquarters command staff, as appropriate.
 6. Upon arrival of Tactical Team members and negotiator(s), they will coordinate with each other. The Tactical Team commander/Crisis Negotiations Team commander will ensure an operations plan is developed for each instance and refer to team(s) protocol/standard operating procedure as well as the operational plan developed, prior to commencement of a team operation or in opening, furthering, or bypassing negotiation with the subject(s) involved.
 7. If additional resources are needed, the Tactical Team commander or his/her designee will contact the Special Operations Bureau commander and request the needed intra-department resources, e.g., air support, K-9, etc., or request permission to use resources from another agency, if necessary and they are more readily available.
 8. Communication should be established with other police agencies in the area or on scene in the event further assistance or resources are required.
 9. The district commander or his/her on-scene supervisor will be responsible for contacting the department Public Information Officer and establishing media relations, if needed. If the media is present on scene, they shall be kept at a safe distance, outside established perimeters, and away from the operations command post.
 10. EMT/Rescue ambulance and fire personnel should be notified and placed on standby in case they are needed. This may or may not require them to stage near the scene, depending on the situation.
 11. The local district commander or designee can also stage or arrange for the use of department pursuit or surveillance vehicles, if needed, as well as maintaining control of entry and egress routes related to the scene or situation. This includes delegating personnel to direct and control traffic, if necessary.
 12. If the situation deteriorates to the point that negotiations have ceased and are no longer effective, the Tactical Team commander, after consulting with the assigned

negotiator, can authorize the force necessary to bring the situation to a conclusion. This will be brought about by utilizing team protocols/standard operating procedures, and may include any combination or single use of the following:

- a. The use of chemical agents or other less than lethal weapons.
 - b. Cutting of power/utilities.
 - c. Entry into location by special use vehicles.
 - d. Robotic surveillance.
 - e. Deployment equipment.
 - f. Appropriate team entry into the subject location and/or the use of deadly force, in the event that all other means available to resolve the situation have been explored or immediate reaction in the form of deadly force is required.
13. Following conclusion of the incident, the district commander and Tactical Team commander will ensure a debriefing is conducted that includes all participating police agencies, and will prepare an after action report. The following information should be contained in an after action report:
- a. Assignment and area of responsibility.
 - b. The time they became involved in the incident.
 - c. Description of the initial situation as they observed it, including descriptions of the extent of damage, injuries, or fatalities, if applicable.
 - d. The agency's overall response to the incident.
 - e. Recommendations for improving the department's response.
14. The district commander or if applicable, Investigations Bureau supervisor, will ensure that initial investigative reports are completed by all involved and copies are submitted to the primary investigating officer/agent within three (3) days of the conclusion of the incident.
15. The Tactical Team commander will ensure that all initial team-related documentation/reports are prepared and submitted by the team members who respond to the operation, within three (3) days of the termination of the incident.
16. In the event deadly force is utilized, refer to department policy *OPR:29 Investigation of Use of Deadly Force Incidents*.
17. The State Police Tactical Team will be activated in accordance with the guidelines outlined in *OPR:22 State Police Tactical Team*.
18. Upon activation, the Tactical Team response will be guided by the situation, in accordance with *OPR:22 State Police Tactical Team*.

19. When the agency participates in Tactical Team operations, either on a part-time or full-time basis, the criteria for the selection of officers assigned to those operations will be in accordance with *OPR:22 State Police Tactical Team*.

E. Bomb Threats, Emergencies, and Bomb Team Activation Procedures

1. When any commissioned officer is called to the scene in which an explosive or an improvised explosive device is discovered or reported, the Bomb Team shall be consulted for further guidance regarding the incident. Refer to department policy *OPR:44 State Police Bomb Team* for details on Bomb Team activation.
2. A responding officer to this type of incident shall immediately, or as soon as practical, implement the **7 Critical Tasks**, as appropriate and coordinate a request for the Bomb Team through his/her chain of command. The responding officer will conduct an investigation of the threat and make a determination, through consultation with the Bomb Team, as to whether or not a Bomb Team member should respond to the incident.
3. The Bomb Team can be requested to respond to an explosives incident by other law enforcement agencies, including county, city, state, federal or if necessary, out of state agencies with the approval of the chief and concurrence of the secretary.
4. Under no circumstances will a responding officer who is not assigned to the Bomb Team attempt to move or handle in any way a suspected explosive, or improvised explosive device. Non-trained officers must consult with the Bomb Team commander, assistant commander or Bomb Team member before taking any action regarding an explosive, suspected explosive, improvised explosive device or during the investigation of an explosion/detonation which is suspected of being caused by some type of explosive or explosive device.
5. The responding officers shall set up and maintain a secured perimeter, which may include evacuation of nearby businesses or residences, if applicable, until the Bomb Team arrives on scene.
6. The district commander, or his/her designee, will obtain as much information concerning the call as possible for the responding technicians.
7. The district commander responsible for the area will insure an appropriate perimeter is maintained around the scene until the incident is resolved and the area deemed safe by the responding Bomb Team personnel. The perimeter size and location shall be based on information provided by the on-scene Bomb Team technician, or the Bomb Team commander's recommendation prior to a technician's arrival, and appropriate public safety needs.
8. The Bomb Team may be activated by the DPS Secretary, the State Police Chief, or his/her designee, or the Special Operations Bureau commander. The Bomb Team commander and assistant commander will generally be the conduit for activating the team, although members may be activated by the chief's command staff in the event the team commanders are unavailable.

9. The Bomb Team commander, designee or a member of the chief's staff can authorize the use of department explosives detection K-9 and handler as the need arises. This utilization will be coordinated with the Department's Criminal Enforcement Unit commander.
10. The Special Operations Bureau commander will insure a general evacuation and search plan is developed for schools and public facilities/buildings in the event of a bomb threat and/or emergency. The plan is to be reviewed and updated, as necessary.
11. The State Police Bomb Team will be activated in accordance with the guidelines outlined in the *OPR:44 State Police Bomb Team*.
12. Upon activation, the Bomb Team response will be guided by the situation, in accordance with *OPR:44 State Police Bomb Team*.

F. Emergency Situations, Critical Incidents, and Emergency Response Team Activation Procedures

1. In the event an emergency situation or other critical incident takes place that requires a coordinated response of personnel trained to provide a team response, the Emergency Response Team can be activated by the Special Operations Bureau commander, or designee. Refer to *OPR:32 State Police Emergency Response Team* for details on Emergency Response Team activation.
2. A responding officer to this type of incident shall immediately, or as soon as practicable, implement the **7 Critical Tasks**, as appropriate and coordinate a request for the Emergency Response Team through his/her chain of command.
3. The district commander, or his/her designee, shall obtain as much information as is available concerning the incident, so as to provide a briefing to the Emergency Response Team commander and/or Special Operations Bureau commander.
4. The Emergency Response Team commander, in conjunction with the Special Operations Bureau commander, shall coordinate the appropriate response and maintain communication with the district commander requesting the activation.
5. Upon activation, the Emergency Response Team response will be guided by the situation, in accordance with *OPR:32 State Police Emergency Response Team*.

G. Emergency Situations, Critical Incidents and Search and Recovery Team Activation Procedures

1. In the event an emergency situation or other critical incident takes place that requires a water search or recovery, the Search and Recovery Team can be activated by the Special Operations Bureau commander, or designee. Refer to *OPR:21 State Police Search and Recovery Team* for details on Search and Recovery Team activation.
2. A responding officer to this type of incident shall immediately, or as soon as practicable, implement the **7 Critical Tasks**, as appropriate and coordinate a request for the Search and Recovery Team through his/her chain of command.

3. The district commander, or designee, shall obtain available information concerning the incident, to provide a briefing to the Search and Recovery Team commander and/or Special Operations Bureau commander.
4. The Search and Recovery Team commander, in conjunction with the Special Operations Bureau commander, shall coordinate the appropriate response and maintain communication with the district commander requesting the activation.
5. Upon activation, the Search and Recovery Team response will be guided by the situation, in accordance with *OPR:21 State Police Search and Recovery Team*.

H. Emergency Situations, Critical Incidents, and Search and Rescue Activation Procedures

1. In the event an emergency situation or other critical incident takes place that requires a search or rescue, a State Police Search and Rescue Mission Initiator can be activated.
2. A responding officer to this type of incident shall immediately, or as soon as practicable, implement the **7 Critical Tasks**, as appropriate and coordinate a request for a search and rescue mission, as well as other resources, through their immediate supervisor.
3. The supervisor and/or responding officer, shall obtain available information concerning the incident to provide a briefing to the Search and Rescue Mission Initiator and/or DPS Search and Rescue Resource Officer.
4. Search and rescue missions will be conducted under the auspices of the DPS Search and Rescue Resource Officer as governed/authorized by the Search and Rescue Act, 24-15a-1 to 24-15a-6, NMSA 1978 and the New Mexico Search and Rescue Plan.
5. Search and Rescue personnel must be trained according to the above SAR plan and the Department Search and Rescue Field Certification Program.

I. Terrorism Information

1. The DPS shall maintain a position within the department to serve as a Homeland Security liaison with the United States Department of Homeland Security as well as the New Mexico Department of Homeland Security and Emergency Management. The DPS Homeland Security Liaison (HSL) utilizes the Homeland Security Information Network-New Mexico Portal as a conduit for receiving and relaying terrorism information. The HSL works directly with the New Mexico All Source Intelligence Center providing them with operational support as needed. The HSL shall be a point of contact for the receipt of terrorism-related information as well as being a means by which the dissemination of appropriate homeland security and terrorism-related information and training can be made to both public and private organizations.

2. The DPS shall provide terrorism awareness information within its service area. This may be accomplished through citizen police academy training, posting of information on the Department's website, providing a link to the US Department of Homeland Security's website and providing terrorism handouts in district offices.

J. Procedure for Reporting/Relaying Terrorism Related Intelligence/Information of Suspected Terrorists Information

1. Each district commander will assign a minimum of three (3) "points of contacts" from their respective district to be called Intelligence Liaison Officers (ILO) that have received advanced training in homeland security issues.
2. Each district commander will ensure that his/her ILO's regularly review the Homeland Security Information Network-New Mexico portal for pertinent terrorism and officer safety related information/intelligence.
3. Each district commander and telecommunication specialist will maintain a District Intelligence Liaison Officer list. The list will be catalogued in the telecommunication center along with other specialty team contact information.
4. Each telecommunication center will maintain the Terrorist Screening Center (TSC) Handling Code list in close proximity to each work station.
5. If an officer/agent receives a NCIC hit from the TSC, the telecommunication specialist will advise the officer of the TSC handling code instructions.
6. After complying with the handling code instructions the officer/agent will immediately make contact with a telecommunications specialist and await further direction.
7. If an arrest is affected under the TSC Handling Code or the officer/agent receives a NCIC hit from the TSC an offense/incident report will be generated and categorized in NMIBRS under the Counter Terrorism Intelligence Group.
 - a. Offense/Incident reports shall be completed using procedures outlined in the NMIBRS Training Manual in *ADM:29 Law Enforcement Records*.
 - b. After a supervisor approves and locks the offense/incident report, the approving supervisor will notify the Transcription Unit supervisor or his/her designee to place the report in the Counter Terrorism Intelligence Group.
8. After receiving any terrorist/terrorism information i.e., traffic stop, walk-ins, or phone calls, officers/agents will immediately notify the telecommunication specialist to make contact with one of the district Intelligence Liaison Officers for further instructions. If an ILO is not available within the district, the telecommunication specialist will contact an adjacent district for an available ILO.
9. A patrol officer who is in need of guidance regarding a possible homeland security issue will direct the telecommunication center to make contact with one of the District Intelligence Liaison Officers for assistance (*Attachment B*).

10. Once the District Intelligence Liaison Officer has contacted the officer requesting assistance, the ILO will contact the Department of Public Safety Homeland Security Law Enforcement Liaison for further directions.
11. If an event occurs that is an emergency and related to terrorism the FBI Albuquerque field office (505) 889-1300, the DPS Homeland Security Liaison and the appropriate specialty teams should be notified immediately.
12. If information reported relates to terrorism, but is not an emergency, an ILO shall be made aware of the information and an Offense/Incident report will be generated and categorized in NMIBRS under the Counter Terrorism Intelligence Group.

K. Response to Suspected Incidents of Terrorism

1. All department employees should familiarize themselves with the awareness level guidelines found in the DPS Hazardous Materials Emergency Response Plan for guidance on response to terrorism-related incidents.
2. In the event an emergency situation or other critical incident takes place where terrorism is suspected, the responding officers should immediately, or as soon as practicable, implement the **7 Critical Tasks**, as appropriate
3. Responding officers shall coordinate a request for the appropriate resources through his/her district commander, or designee.
4. The district commander, or designee, shall obtain as much information as available concerning the incident, in order to provide a briefing to the FBI/JTTF representative and the Homeland Security Law Enforcement Liaison officer.

L. VIP Security

1. When notified of the need for additional security for a VIP or a situation arises that requires additional security for an individual, the chief or his/her designee can authorize the assignment of personnel to this task.
2. The chief or designee will assign a commissioned officer or supervisor to coordinate and supervise the security detail. If necessary, the VIP detail supervisor will coordinate with the commander of the Governors Security Detail or designee in planning the VIP's visit/event security.
3. In the event there are specific vehicle or equipment requirements, the VIP supervisor will contact the Special Operations Bureau commander for assistance and assignment of special resources and equipment necessary for the detail. This shall include any specialized communication needs.
4. The designated VIP detail supervisor will be responsible for preparing an operations plan for each instance. The plan should include travel routes, alternate routes, advance site inspection and intelligence gathering. It will also be necessary to identify medical facilities, emergency medical support, other intra-departmental support, coordination with other agencies, and communications both within and outside the detail.

5. VIP Detail supervisors will insure that each member is readily identifiable as belonging to that detail.

M. Special Events

1. Each district/bureau commander is responsible for planned special events in their districts. District/bureau commanders shall submit an operations plan to the Special Operations Bureau commander for the special event no later than one week prior to the event. The Special Operations Bureau commander, or his/her designee, must authorize the operations plan prior to its implementation.
2. In the case of an unplanned special event occurring, the district commander will ensure an operational plan is written, distributed, and implemented as soon as practical.
3. Special event operational plans shall include the following:
 - a. Event coordinator/supervisor.
 - b. Estimate of traffic and crowd control, including maps of area(s), traffic routes/direction, and control.
 - c. Anticipated crime or disturbance problems.
 - d. List of agencies involved.
 - e. List of personnel involved.
 - f. Anticipated need for special operations personnel (Tactical or Bomb Teams, Aircraft support, etc).
 - g. Emergency medical support.
 - h. Coordinate resources with outside agencies.
 - i. Brief narrative describing the event and/or agency/resource involvement.
4. Following the event, the district commander will insure an event debriefing is conducted and an after action report is prepared by the department incident commander. A copy of the after action report shall be maintained at the district office. A second copy of the after action report shall be forwarded to the Research & Development Section through the appropriate zone commander.

N. Emergency Mass Mobilization

1. If an emergency or unusual situation occurs that requires the need to mobilize personnel, a planned response is necessary. This mobilization can be phased in or activated to the degree necessary to handle the situation at hand.
2. Each district commander will insure all personnel under their control are aware of this mobilization plan and its key elements, which should include rehearsing or "exercising" its use every two (2) years.

Clarification
added.

- 3. Information about the incident shall be collected and evaluated. Once evaluated, the information and intelligence shall be disseminated accordingly in order to plan a course of action regarding the status of resources, and the need for specialty equipment and personnel.
4. ICS will be immediately instituted by the district commander or on-scene commander, which will include key personnel designations, depending on the degree of ICS implementation.
5. Mobilization of personnel can occur at a district level or larger level depending on the situation.
6. In the event of emergency mobilization covered in this policy, the district commander or designee will immediately notify the appropriate zone commander or another chief's staff member.
7. The district commander or designee will ensure coordination with local emergency response and emergency management personnel as well as notifying the New Mexico Department of Homeland Security and Emergency Management.
8. If personnel resources are needed from outside a district, mobilization shall occur on a district-by-district basis beginning with the districts closest to the area in need, expanding outward as necessary.
9. Radio communications for the event will generally take place on the local primary district channel if it involves only district personnel or limited out-of-district personnel. State Police Channel 4 or Mutual Aid channel will be used if necessary for a larger deployment. Messaging from CAD to MDT and MDT to MDT can be used as needed. If needed, an ACU 1000 or similar device can be used to provide radio interoperability between agencies. Telecommunications personnel can be recalled to duty, as needed.
10. Priority Alerts will range from 1 to 5 as listed below, with 1 being the lowest priority and 5 requiring a maximum agency response from across the state. The district commander for the area immediately affected shall be responsible for communicating the appropriate alert to district personnel as well as adjoining districts and command staff and other LEP personnel within their area (MTD and SID). This will be accomplished via radio, telephone, TTY or CAD message. Any Priority Alert above Priority Alert 1 shall require the notification/approval of the appropriate zone commander. Priority Alerts shall include the assembly or staging area location: The Priority Alerts shall be as follows:
- a. **Alert Priority One:** Sub-district level mobilization:
- “All district units. Clear for emergency dispatch. Alert Priority One is in effect for this district in sub-district _____. Personnel report to _____. Contact this telecommunications center immediately for further instructions.”
- b. **Alert Priority Two:** District level mobilization: “All district units. Clear for emergency dispatch. Alert Priority Two is in effect for this district. Personnel

report to_____. Contact this telecommunications center immediately for further instructions.”

c. **Alert Priority Three:** District and adjacent district level mobilization:

“All district units. Clear for emergency dispatch. Alert Priority Three is in effect for this district. Personnel report to_____. Contact this telecommunications center immediately for further instructions.”

d. **Alert Priority Four:** Multi-district level mobilization (more than three):

“All district units. Clear for emergency dispatch. Alert Priority Four is in effect for this district. Personnel report to_____. Contact this telecommunications center immediately for further instructions.”

e. **Alert Priority Five:** All districts level mobilization (statewide):

“All district units. Clear for emergency dispatch. Alert Priority Five is in effect for this district. Personnel report to_____. Contact this telecommunications center immediately for further instructions.”

10. In the event of a Priority Alert and mobilization of personnel, all districts will ensure they maintain minimum staffing in their own districts in order to respond to public safety needs in their own areas.
11. Commanders will ensure contact with all personnel is verified and documented by maintaining a contact log. The log will, at minimum, contains:
 - a. Personnel name.
 - b. Date.
 - c. Time.
 - d. Location of contact, as well as duty status of personnel at the time called back to duty. Personnel on sick, duty injury, administrative leave or suspension will not be recalled to duty, unless specifically ordered by the chief.
12. Each district will identify a primary and alternate response/assembly area for use as a command post and staging area to utilize during an event that requires a mass response.
13. Special equipment distribution shall take place as units or personnel arrive at the assembly/staging area, unless otherwise directed. All commissioned personnel will respond to a Priority Alert and report in their assigned vehicle with all issued equipment, including issued sidearm, rifle, shotgun (if issued) and ammunition, as well as any other issued safety equipment necessary for the situation.
14. The local district commander or designee will be responsible for arranging additional transportation, as needed.
15. Uniformed personnel will respond in a Class A uniform and bring with them a BDU uniform for use, if necessary, during the deployment.

16. Plain clothes personnel will display a badge and/or ID card on their outer clothing and will ensure they have a BDU uniform for use, if necessary, during the deployment.
17. In the event a special team is need for the deployment (Tactical Team, Bomb Team, etc.) the district commander will coordinate his/her needs with the Special Operations Bureau commander for the response of appropriate team personnel and equipment.
18. A plan for demobilization of resources when an event is concluded must be in place or developed at the beginning of the event or soon there after. This plan shall include a debriefing of key personnel and an inventory/status of all personnel and equipment.

O. Procedures for Requesting Emergency Assistance from Federal Law Enforcement and the National Guard

1. The state police may request assistance from federal law enforcement agencies and/or the New Mexico National Guard in rare instances of extreme or prolonged emergencies that substantially impact the Department's ability to provide law enforcement services. Extreme and prolonged emergencies may include, but not be limited to: natural disasters, civil disturbances, riots, etc. Prolonged emergencies require the agency to enter into a Mutual Aid agreement approved by the agency involved and the governor, according to state statute 29-8-3 NMSA 1978.
2. The following procedure shall be used when requesting assistance from federal law enforcement agencies (i.e. FBI, DEA, BIA, etc):
 - a. The individual requesting assistance must make the request through his/her chain of command to the district/bureau commander. The requesting person must provide clear justification for the requested assistance.
 - b. The district/bureau commander or his/her designee shall contact the Agent In-Charge of the respective agency.
3. The following procedure shall be used when requesting assistance from the New Mexico National Guard:
 - a. The individual requesting assistance shall make the request for assistance through his/her chain of command to the Office of the Chief. The requesting person must provide clear justification for the requested assistance.
 - b. The chief or his/her designee shall evaluate the request. If approved, the request will then be forwarded to the DPS Secretary or his/her designee.
 - c. The DPS Secretary or his/her designee will forward the request to the New Mexico Department of Homeland Security and Emergency Management.

P. Usage of Incident Command System

1. All agency commissioned personnel will be trained in ICS to the level appropriate to their position or assignment within the agency. The department will maintain and

update a file that indicates the individual level of ICS training for all commissioned employees.

2. Each district will participate in or conduct an annual training exercise in their area that utilizes ICS. This exercise can involve multiple agencies.
3. ICS can be used at any incident or event and expanded to the level necessary to successfully manage the incident.
4. ICS will be utilized in every large scale event of multi-agency response, both emergency incidents and non-emergency events that require a law enforcement or public safety response.
5. ICS command protocol will be utilized as outlined in the ICS program. Depending on the situation, either a single or unified command may be utilized.
6. When an event or incident occurs and ICS is utilized, the commander of the incident will insure an after-action report is prepared.
7. The Special Operations Bureau, bi-annually, will conduct a documented analysis of incidents to determine training needs/effectiveness.

Q. Reporting

1. Each team/unit covered under this policy will be responsible to submit reports quarterly to the Special Operations Bureau commander that detail the following:
 - a. Number of missions for that unit, both training and operational.
 - b. Type/nature of mission.
 - c. Number, identification, and function of members deployed.
 - d. Date and duration of mission.
 - e. Recording specialty team member times for the duration of the mission.
 - f. Recording expenses associated with the mission.
 - g. Mission outcome.

Clarification added.

2. Copies of these reports will be forwarded to the Research & Development Section.

R. Equipment and Supplies

1. Each specialty team unit or bureau covered under this policy who has responsibility to respond in some fashion to an unusual occurrence or special operation will ensure equipment, vehicles (to include trailers), and supplies assigned to them are maintained according to manufacturer or department specification and are inspected monthly for operational readiness.
2. Commanders of the aforementioned will maintain an inventory listing each piece of equipment assigned to that team/unit/bureau, as well as the date of last inspection,

by whom it was inspected and its current state of readiness. The inventory will also list the location of each piece or lot, to whom it is assigned, and its use/purpose.

3. The Special Operations Bureau commander shall ensure that a quarterly inspection for operational readiness of all equipment designated for use in support of its critical incident plan is conducted. The Special Operations Bureau commander shall submit a quarterly report documenting that all equipment has been inventoried and is in a state of operational readiness. The inventories and inspections are completed quarterly and the Special Operations Bureau commander shall provide a report to the chief and Research & Development Section by the 15th of each quarter (March, June, September, and December).
4. The following criteria shall be clearly defined for all Departmental specialty vehicles:
 - a. Authorization, conditions, and limitations of usage.
 - b. Qualifications and training for personnel assigned to operate the vehicle.
 - c. Designation of the person or position responsible for the condition and maintenance of the vehicle.
 - d. A listing of the equipment, if any, to be kept in or on the vehicle.
5. Refer to attached *Attachment C: Special Purpose Vehicles Manual* for a listing of specialty vehicles, operational guidelines, and necessary equipment.

S. Special Assignment Review and Appointment

1. Review
 - a. The Special Operations Bureau commander shall complete an annual review of the Department's special assignments and will submit a report to the Office of the Chief describing the following, including, but not limited to:
 1. A listing of the agency's special assignments.
 2. A statement indicating the purpose of each special assignment.
 3. An evaluation of the circumstance that lead to the creation of the specialized assignment.
 - b. The annual report shall be submitted to the Office of the Chief no later than the first work day of February, following the year being reviewed.
 - c. A copy of the report will be forwarded to the Research & Development Section for CALEA purposes.
2. Appointments
 - a. The DPS shall announce openings for special assignments through the Department's electronic mail system and also may be posted on the department's intranet site, "The Insider."
 - b. These positions will be filled through a selection process predetermined by the Special Operations commander, or designee.

7.0 ATTACHMENTS

- A. Incident Command System**
- B. Homeland Security Checklists**
- C. Special Purpose Vehicles Manual**

8.0 APPROVAL

APPROVED BY: s/Gorden E. Eden Jr.
DPS Cabinet Secretary

DATE: March 3, 2011